

1. A restraint event occurs.

24 hrs.
From
Event

2. The initial information for the Restraint Report is completed and the consumer interview is completed.

5 days
From
Event

3. Initial Information is completed and the form is signed and submitted to the Restraint Manager for review.

4. Restraint Manager makes two copies (**one copy would suffice**) of the form and holds the original, sends one to the Human Rights Coordinator and faxes the other to the Area Office (AO) (Service Coordinator/Area Office or QMRP/Facility).

7 days
From
Receipt

5. The AO reviews its copy of the Restraint Form and discusses any outstanding issues with the provider and reflects any changes or comments in the comments section. The Facility Director performs the same function as the AO for facility generated forms. The report is approved.

30 days
From
Event

6. AO/Facility **notifies** the Restraint Manager for the event that the AO/Facility review is complete and the results of the review.

7. The report is made available for Commissioner's Review (Notice to Human Rights Specialist).

90-120
days
From
Event

8. The Human Rights Committee reviews the restraint event documentation within 90-120 days and upon completion of that review **and** faxes its sign-off to the AO.

120 days
From
Event

9. Commissioner's Review is completed **or** 120 days from the filing of the initial report expires, in either case the Restraint Report is closed.

10. A copy of the final, completed report is sent back to the provider and the Area Office/Facility copy is placed in the individual's file in the DMR office.